

POLICE SPECIAL SERVICES SUPERVISOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a specialized support position within the police department, the major duties of which are responsibility for studying traffic flow within the city and recommending needed changes, maintaining all traffic control markers and traffic signals, purchasing equipment needed for these traffic flow maintenance duties, and supervision of all unskilled employees assigned to perform manual labor on streets and police department buildings. The employee of this class may also perform certain functions normally assigned to regular line police officers such as crowd control in emergency situations and relief dispatching. The special services supervisor works independently in assigned areas with instructions and supervision for special assignments from the police chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Installs, or directs subordinates to install, any traffic markers (such as stop signs, yield signs, parking signs) or street markers; sees that these are replaced or repaired when necessary; contacts officials of the correct state agency to install, replace, or repair such markers when they are on state highways within the city;

Periodically checks all traffic signal lights within the city and contacts designated repair personnel when these malfunction;

Sees that all city streets or state highways within the city have the painted markings required by law for correct traffic control;

Purchases equipment such as signs, signposts, tools, etc., required for repair and maintenance duties by studying prices, suggesting to superiors where to purchase, and initiating purchase orders; receives supplies and maintains warehouse;

Studies traffic patterns within the city and recommends to the proper authority changes that need to be made to correct traffic flow problems;

Fills out forms, keeps records of assigned activities, and writes reports required by the police chief;

Supervises contractors making structural changes or renovations in the police department buildings;

Supervises maintenance helpers assigned to perform manual labor by scheduling and supervising their work, scheduling leave and keeping records of such, reporting on work performance and recommending discipline to the chief;

Performs some duties also assigned to regular line police officers such as ticketing abandoned cars, controlling crowds, and serving as relief dispatcher;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Minimum age, twenty-one (21) years;

Must be a high school graduate;

Must successfully pass civil service test testing aptitude for beginning work in this class;

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work and must successfully pass an agility test and psychiatric examination before appointment from employment list;

Must be fingerprinted and photographed by the Bogalusa Police Department prior to acceptance of application;

A certified photostat of each applicant's birth certificate must accompany application for admission to examination.